

## **E-Filing Application 'Tips'**

### **E-Filing Application User Account**

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- The e-mail address you enter at the time you create your account is very important. You will receive e-mail verification and must click the acceptance link to activate your E-Filing application account.
- Notice of any rejected e-filings will be sent via e-mail to the address associated with your account.

### **E-filing Your Documents**

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#### Exceptions

- Pursuant to Washington State Court Rule [GR 30](#) and King County Superior Court Local Rule [LGR 30](#), certain documents cannot be filed electronically. See [LGR 30](#) for the specific list of documents that are to be filed in paper form only.
- If you do not see the *fee-based* document type you want to e-file in the drop-down list, the document should be filed in hard copy.

#### Unsigned Orders

- The original of each proposed order shall be submitted to the hearing judge but shall **not** be filed with the Clerk. Per [LCR 7\(b\)\(5\)\(C\)](#) the moving party and any party opposing the motion shall attach a proposed order to the working copies set of their documents.

#### Documents File Format

- E-filed documents must be in PDF or TIFF form. Per [GR 14](#), the first page of the document must be portrait with a 3 inch margin at the top and all pages must be 8.5 x 11 inches in size with a 1 inch margin on all sides.
- You may use one of the many PDF conversion freeware applications found on the web to convert document files into PDF files (e.g., Cute® pdf). At this time the E-Filing application will accept files in Adobe® Acrobat version 9.0. To find out which version of Acrobat your document is compatible with, open your PDF document and go to File>Document Properties>Description and look at the section entitled 'PDF Information'.

#### If your document exceeds the 5MB file size limit

- You must break the document into separate files that do not exceed the e-filing 5MB document size limit. The separate files should then be uploaded as *attachments* to the primary or front section of the document to maintain the intended single document integrity.
- Create a Smaller PDF Document
  - Converting PDF documents directly from electronic files, rather than scanning them, creates smaller and cleaner files. For example, a 30 page document created in Word and converted directly to PDF is considerably smaller than a printed and scanned version of the same document.
  - When scanning documents, adjust your settings (resolution, color vs. grayscale) accordingly to reach a balance between image quality and file size. The scanner settings for a document with a 12 pt. font should be 150 or 200 dpi, which will produce a much smaller file than a higher setting of 300 dpi.

#### 'Attachments' vs. 'Add Additional Document' uploads

- 'Attachment' files are commonly referred to as document 'exhibits'. After processing by the Clerk, all separately uploaded attachments will be merged with the primary or lead document and will, from that point forward, appear as a single document in the court record.

- 'Add Additional Document' files are separate e-filings within one case and require the proper filing format (e.g., first page top margin, correct case title and number).

#### Case Information Cover Sheet

- When e-filing a new case, the Case Information Cover Sheet (CICS) is created and filed for you based on your selections; you should *not* upload your own CICS.

#### Case Schedule

- When e-filing a new case, your case schedule is automatically created for you and may be accessed from your Confirmation Receipt at the time of your submittal. Your case schedule is also available to you for 30 days through the 'My Cases>Status' tab submittal link to the Confirmation Receipt.
- E-Filing Modifications and Objections to Relocation in an Existing Case(s): You will not receive a case schedule at time of filing. Clerk's office cashiers must review the case to determine if a schedule should be issued. If so, your schedule will be mailed to you.

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#### Document Status Tracking: 'My Cases' tab

- In Progress tab  
The application will save under the 'In Progress' tab any incomplete submission you have started, but not yet e-filed, for 5 days.
- Status tab  
You can view your recently e-filed documents through your confirmation receipt under the 'Status' column for 30 days post submission. The Status tab also provides you access the Working Copies, Ex Parte via the Clerk and E-Services components of the application.

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#### Electronic [Ex Parte](#) via the Clerk

- This component may be used for matters that must be presented via the clerk, not for noted hearings before Ex Parte. (For noted hearings, please use the working copies component.)
- The court file will not be pulled for the hearing. Any supporting document(s) that have previously been filed, and that are necessary for the court to decide the issue, must be uploaded and added to your E-Ex Parte via the Clerk submission using the 'Adding Documents' option.
- If you are presenting only a proposed order and have no documents to e-file, you may e-file a *Notice of Presentation to Ex Parte* prior to submitting your proposed order through the E-Ex Parte via the Clerk component of the E-Filing application. The notice template is located on the Clerk's website, under Ex Parte and Forms.
- A second cover (Information) sheet may be used to call the Court's attention to specific details related to the motion. Use of this Information Sheet is optional.
- You do not need to upload an Ex Parte cover sheet when submitting electronically; you will complete an online version through the application.
- You are able to request and pay for certified copies and other Clerk services such as writs, letters, citations and subpoenas from the 'Quantities' tab. Indicate the quantity ordered by entering a number in the associated boxes, not an 'X'. You will automatically receive one conformed copy of the signed order free of charge.
- Identify how you would like to receive your conformed copies or any additional services ordered:
  - By mail – postage is included in the Ex Parte via the Clerk submittal fee
  - Messenger - messenger slips should be uploaded at the *Add Documents* process
  - Pick up in person

### Electronic Working Copies

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- E-Working Copies is an optional component of the application. Hard copies may still be delivered to the judges' mailroom.
- Time of receipt in the Clerk's Office counts as the time received by the court
- E-Working Copies are delivered to Judges and Commissioners four times a day
- High quality color copiers allow for high resolution color photos and graphics
- You can customize your own quality professional tabbing before or on a particular page within the document

### **Electronic Service**

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- E-Service is an optional component of the application. Per [GR 30](#), electronic service is allowed between parties by agreement.
- You are able to see who has opted in to accept e-service for a particular case, prior to e-filing, from the 'View My E-Service' screen.
- Opt-in on a case-by-case basis
- Note that the 'opted in' name displayed, which other application users will see, is the first and last name associated with the E-Filing application user account.
- You can choose to add up to five Courtesy Copy recipients. Courtesy Copy recipients will receive all documents that are E-Served on you. For example, paralegals, support staff, clients, and alternate e-mail addresses. Your courtesy copy recipient(s) are visible only to you.

### **The most common reasons why documents are ineligible for filing**

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Here is a list of common reasons why documents are not processed into the Electronic Court Records system and case file, but are returned to the filing party, often with a "faulty document fee" assessment:

- The caption does not match the case title listed in SCOMIS. The names associated with the case are set up when the first document is filed; this cannot be changed except by a court order.
- The document must have a case caption so we can verify its placement in correct file.
- An order, decree, judgment, or bond must be signed by the judge before it may be filed with the Clerk's Office; proposed orders will only accepted by the clerk as an attachment/exhibit - *not* as a stand-alone document.
- An incorrect or incomplete case number appears on the document(s). Cases can only be accessed by case number in the state and Clerk's Office computer systems.
- Discovery documents cannot be filed with the Clerk's Office. They can be presented in the courtroom during a hearing.
- It appears the Clerk's Office did not receive the entire document. Such documents are returned to the filer to supply the missing pages.
- Notices of Appearance must show the Washington State Bar Association identification number for the attorney who is appearing in the case and be signed.
- Hearings set on a "non-judicial day" cannot be heard by the court. We make a courtesy call to the filer as an alert to the problem.
- Notices of Withdrawal must be signed by counsel and contain the name and address of the client. The court must have a way to contact litigants after counsel withdraws.
- Parties' names on the case caption are reversed compared to the initial document. Documents must retain the same case caption as the first document, unless the caption is changed by a court order.
- Documents that do not comply with GR 14's document requirements for filing.